

Reasonable Adjustments in Student Governance Procedures

Relevant to:	All LJMU Students and academic partnerships
Responsibility for Document Review:	Director of Legal and Governance Services
Date introduced:	September 2016
Date(s) modified:	July 2017, June 2019, May 2020
Next Review Date:	September 2021

RELEVANT DOCUMENTS

Student Governance processes and procedures

RELATED POLICIES & DOCUMENTS

Student Governance Procedures - Information on Reasonable Adjustments.

The Student Governance team is located within Legal and Governance Services and manages a range of student related processes including; **Academic Appeals, Academic Misconduct Appeals, Formal Student Complaints, Student Discipline, Fitness to Practise / Study and Criminal Convictions Procedures.**

The University wishes to ensure that all students are able to access and engage effectively with Student Governance procedures and where appropriate reasonable adjustments can be made to facilitate this.

Students who may require reasonable adjustments to access these procedures are advised to contact the Student Governance Team at the earliest opportunity.

Students will be required to disclose the reasons for the request and provide appropriate evidence – this could include a supporting note from the University Disability Support Team. Any information provided in this context will remain confidential. The following are examples of the type of reasonable adjustments that can be made. This list is not exhaustive and adjustments can be made to meet individual requirements:

- Procedures and Information provided in different formats. Reasonable flexibility in submission of procedural deadlines.
- Suspension of proceedings, pending support arrangements.
- The student may nominate a representative to act on their behalf (with their consent).
- Reasonable adjustments in order to access and engage in meetings, hearings or investigations e.g. disabled car parking spaces, British Sign Language or other interpreter for students with hearing impairment, comfort breaks etc.

Contacts:

Student Governance: Telephone: 0151 231 8128/8147/8148 StudentGovernance@ljam.ac.uk

Student Advice and Wellbeing: www.ljam.ac.uk/studentadvice

Disability Support Services: 0151 231 3164/3165 disability@ljam.ac.uk

Counselling Services: 0151 231 3110 counselling@ljam.ac.uk

LJMU Equality and Diversity Officer: 0151 231 8141 m.m.akinsanya@ljam.ac.uk

John Moores Students' Union: 0151 231 4900 JMSUadvice@ljam.ac.uk.